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IAS-I77/72

15 December 1972


MEMORANDUM FOR: DDI Planning Officer

SUBJECT : Identification of IAS Positions for Abolishment, FY 74

1. Pursuant to your request we have identified those eight positions within IAS which, if abolished, would impact least on our ability to meet presently assigned responsibilities through FY 74. The positions identified for abolishment are shown in order of priority, along with a brief commentary, in the attachment.

2. Loss of these positions would not degrade our analytical capabilities, would correct some areas of poor work distribution, and would affect a minimum number of incumbents. Conversely it would raise the Service's average grade and render three incumbents surplus to IAS needs. There would be some unmeasurable degradation in our capability to type reports, but we do not consider this a serious problem.

STATINTL



GEORGE W. ALLEN
Director
Imagery Analysis Service

Attachment

IAS POSITIONS IDENTIFIED FOR ABOLISHMENT, FY-74

<u>Priority</u>	<u>Position No.</u>	<u>Description</u>	<u>Grade</u>	<u>Status (FY-74)</u>
1	0120	Clerk Typist	04	Unoccupied
	0121	" "	"	"
	0122	" "	"	"
2	0032	Clerk Typist	05	Unoccupied
3	0045	Intel Asst	07	Occupied
4	0101	Sec Typing	06	Occupied
5	0011	Clerk Typist	05	Unoccupied
6	0115	IO Gen Ch	12	Unoccupied

Priority 1 - These three positions were created to maintain the Service average grade as a result of the July 1972 reorganization of the IAS support services. Their loss would affect neither personnel nor workload, but would markedly alter the average grade.

Priority 2 - This position was assigned to the Military Division of IAS as a second clerk typist position to enable the division to better cope with a large manuscript load created by ground force studies in support of OSR. The loss of the position would result in some slowdown in dissemination of IAS ground force studies, but peak typing loads would, to the extent possible, be distributed among typists in the remaining three divisions. The forthcoming resignation of the Military Division secretary will create a vacancy within this position prior to FY-74.

Priority 3 - The incumbent in this position is presently under-employed and management is actively seeking his utilization elsewhere. Unless something develops, however, the incumbent will be surplus to Service needs with the abolishment of this position.

Priority 4 & 5 - The incumbents in these positions are underemployed. Because they are located within the area occupied by the Office of the Director, their work is related to the Office of Director's needs, it would be feasible for the secretaries of the Director & Deputy Director to assume this workload. The GS-06 position is occupied and if no opening for which she is qualified occurred prior to

abolishment in FY-74, the incumbent would be surplus to the needs of the Service.

STATINTL

Priority 6 - The incumbent in this position plans to be on LWOP for most of FY-74 to accompany her husband to the [REDACTED]. It was not our intent to fill the position during her absence, but rather to have her duties assumed by other members of the Production Branch. Upon her return, however, she would be surplus to the Service if the position were abolished.